



## Hospital Preparedness Checklist

Preparedness Subject	Actions Needed
<b>1. Structure for planning and decision making</b>	
<ul style="list-style-type: none"><li>An internal, multidisciplinary planning committee for influenza preparedness has been created.</li></ul>	
<ul style="list-style-type: none"><li>A person has been designated as the influenza preparedness coordinator. (Insert name) _____</li></ul>	
<ul style="list-style-type: none"><li>Members of the planning committee include the following hospital staff members (insert names)</li></ul>	
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>Administration _____</li><li>Legal counsel _____</li><li>Infection control _____</li><li>Hospital disaster coordinator _____</li><li>Risk management _____</li><li>Facility engineering _____</li><li>Nursing administration _____</li><li>Medical staff _____</li><li>Intensive care _____</li><li>Emergency Department _____</li><li>Laboratory services _____</li><li>Respiratory therapy _____</li><li>Psychiatry _____</li><li>Environmental services _____</li><li>Public relations _____</li><li>Security _____</li><li>Materials management _____</li><li>Staff development _____</li><li>Occupational health _____</li><li>Diagnostic imaging _____</li><li>Pharmacy _____</li></ul></li></ul>	

<ul style="list-style-type: none"> <li>o Information technology _____</li> <li>o Other members _____</li> <li>o Other members _____</li> </ul>	Actions Needed
<ul style="list-style-type: none"> <li>• A state or local health department person has been identified as a committee liaison. (Insert name) _____</li> <li>• A linkage with local or regional emergency preparedness groups has been established (Planning organization) _____</li> </ul>	
<h2>2. Development of a written pandemic influenza plan</h2> <ul style="list-style-type: none"> <li>• A written plan has been completed or is in progress that includes the elements listed in #3 below.</li> <li>• The plan specifies the circumstances under which the plan will be activated.</li> <li>• The plan describes the organization structure that will be used to operationalize the plan.</li> <li>• Responsibilities of key personnel related to executing the plan have been described.</li> <li>• A simulation exercise has been developed to test the effectiveness of the plan.</li> <li>• A simulation exercise has been performed. (Date performed _____)</li> </ul>	
<h2>3. Elements of an influenza pandemic plan</h2> <ul style="list-style-type: none"> <li>• A <b>surveillance plan</b> has been developed. <ul style="list-style-type: none"> <li>o Syndromic surveillance has been established in the emergency room.</li> <li>o Criteria for distinguishing pandemic influenza is part of the syndromic surveillance plan.</li> <li>o Responsibility has been assigned for reviewing global, national, regional, and local influenza activity trends and informing the pandemic influenza coordinator of evidence of an emerging problem. (Name _____)</li> <li>o Thresholds for heightened local surveillance for pandemic influenza have been established.</li> <li>o A system has been created for internal review of pandemic influenza activity in patients presenting to the emergency department.</li> <li>o A system for monitoring for nosocomial transmission of pandemic has been implemented and tested by monitoring for non-pandemic influenza.</li> </ul> </li> <li>• A <b>communication plan</b> has been developed. <ul style="list-style-type: none"> <li>o Responsibility for external communication has been assigned.</li> <li>? Person responsible for updating public health reporting _____</li> <li>? Clinical spokesperson for the facility _____</li> <li>? Media spokesperson for the facility _____</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>o Key points of contact outside the facility have been identified.</li> <li>? State health department contact _____</li> <li>? Local health department contact _____</li> <li>? Newspaper contact(s) _____</li> <li>? Radio contact(s) _____</li> <li>? Public official(s) _____</li> <li>o A list of other healthcare facilities with whom it will be necessary to maintain communication has been established.</li> <li>o A meeting with local healthcare facilities has been held to discuss a communication strategy.</li> <li>o A plan for updating key facility personnel on a daily basis has been established. The person(s) responsible for providing these updates are: _____ _____</li> <li>o A system to track pandemic influenza admissions and discharges has been developed and tested by monitoring non-pandemic influenza admissions and discharges in the community.</li> <li>o A strategy for regularly updating clinical, ED, and outpatient staff on the status of pandemic influenza, once detected, has been established. (Responsible person _____)</li> <li>o A plan for informing patients and visitors about the level of pandemic influenza activity has been established.</li> </ul>	<p>Actions Needed</p>
<ul style="list-style-type: none"> <li>• An education and training plan on pandemic influenza has been developed. <ul style="list-style-type: none"> <li>o Language and reading level-appropriate materials for educating all personnel about pandemic influenza and the facility's pandemic influenza plan, have been identified.</li> <li>o Current and potential sites for long-distance and local education of clinicians on pandemic influenza have been identified.</li> <li>o Means for accessing state and federal web-based influenza training programs have been identified.</li> <li>o A system for tracking which personnel have completed pandemic influenza training is in place.</li> <li>o A plan is in place for rapidly training non-facility staff brought in to provide patient care when the hospital reaches surge capacity.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• The following groups of healthcare personnel have received training on the facility's influenza plan: <ul style="list-style-type: none"> <li>o Attending physicians</li> <li>o House staff</li> <li>o Nursing staff</li> <li>o Laboratory staff</li> <li>o Emergency Department personnel</li> <li>o Outpatient personnel</li> <li>o Environmental Services personnel</li> <li>o Engineering and maintenance personnel</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>o Security personnel</li> <li>o Nutrition personnel</li> </ul>	Actions Needed
<ul style="list-style-type: none"> <li>• A <b>triage and admission plan</b> has been developed. <ul style="list-style-type: none"> <li>o A specific location has been identified for triage of patients with possible pandemic influenza.</li> <li>o The plan includes use of signage to direct and instruct patients with possible pandemic influenza on the triage process.</li> <li>o Patients with possible pandemic influenza will be physically separated from other patients seeking medical attention.</li> <li>o A system for phone triage of patients for purposes of prioritizing patients who require a medical evaluation has been developed.</li> <li>o Criteria for determining which patients need a medical evaluation are in place.</li> <li>o A method for tracking the admission and discharge of patients with pandemic influenza has been developed.</li> <li>o The tracking method has been tested with non-pandemic influenza patients.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• A <b>facility access plan</b> has been developed. <ul style="list-style-type: none"> <li>o Criteria and protocols for closing the facility to new admissions are in place.</li> <li>o Criteria and protocols for limiting visitors have been established.</li> <li>o Hospital Security has had input into procedures for enforcing facility access controls.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• An <b>occupational health plan</b> has been developed. <ul style="list-style-type: none"> <li>o A system for rapidly delivering vaccine or antiviral prophylaxis to healthcare personnel has been developed.</li> <li>o The system has been tested during a non-pandemic influenza season.</li> <li>o A method for prioritizing healthcare personnel for receipt of vaccine or antiviral prophylaxis based on level of patient contact and personal risk for influenza complications has been established.</li> <li>o A system for detecting symptomatic personnel before they report for duty has been developed.</li> <li>o This system has been tested during a non-pandemic influenza period.</li> <li>o A policy for managing healthcare personnel with symptoms of or documented pandemic influenza has been established. The policy considers: <ul style="list-style-type: none"> <li>o When personnel may return to work after having pandemic influenza</li> <li>o When personnel who are symptomatic but well enough to work, will be permitted to continue working</li> </ul> </li> <li>o A method for furloughing or altering the work locations of personnel who are at high risk for influenza complications (e.g., pregnant women, immunocompromised healthcare workers) has been developed.</li> <li>o Mental health and faith-based resources who will provide counseling to personnel during a pandemic have been identified.</li> <li>o A strategy for housing healthcare personnel who may be needed on-site for prolonged periods of time is in place.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>o A strategy for accommodating and supporting personnel who have child or elder care responsibilities has been developed.</li> </ul>	
<ul style="list-style-type: none"> <li>• A <b>vaccine and antiviral use plan</b> has been developed. <ul style="list-style-type: none"> <li>o A contact for obtaining influenza vaccine has been identified. (Name) _____</li> <li>o A contact for obtaining antiviral prophylaxis has been identified. (Name) _____</li> <li>o A priority list (based on HHS guidance for use of vaccines and antivirals in a pandemic when in short supply) and estimated number of patients and healthcare personnel who would be targeted for influenza vaccination or antiviral prophylaxis has been developed.</li> <li>? Number of first priority personnel _____</li> <li>? Number of second priority personnel _____</li> <li>? Number of remaining personnel _____</li> <li>? Number of first priority patients _____</li> <li>? Number of second priority patients _____</li> <li>o A system for rapidly distributing vaccine and antivirals to patients has been developed.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Issues related to surge capacity have been addressed. <ul style="list-style-type: none"> <li>o A plan is in place to address unmet staffing needs in the hospital.</li> <li>o The minimum number and categories of personnel needed to care for a group of patients with pandemic influenza has been determined.</li> <li>o Responsibility for assessing day-to-day clinical staffing needs during an influenza pandemic has been assigned. Persons responsible are: (names and/or titles) _____ _____</li> <li>o Legal counsel has reviewed emergency laws for using healthcare personnel with out-of-state licenses.</li> <li>o Legal counsel has made sure that any insurance and other liability concerns have been resolved.</li> <li>o Criteria for declaring a “staffing crisis” that would enable the use of emergency staffing alternatives have been defined.</li> <li>o The plan includes linking to local and regional planning and response groups to collaborate on addressing widespread healthcare staffing shortages during a crisis.</li> <li>o A priority list for reassignment and recruitment of personnel has been developed.</li> <li>o A method for rapidly credentialing newly recruited personnel has been developed.</li> <li>o Mutual AID Agreements (MAAs) and Memoranda of Understanding/Agreement (MOU/As) have been signed with other facilities that have agreed to share their staff, as needed.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Strategies to increase bed capacity have been identified <ul style="list-style-type: none"> <li>o A threshold has been established for canceling elective admissions and surgeries</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>o MOAs have been signed with facilities that would accept non-influenza patients in order to free-up bed space</li> <li>o Areas of the facility that could be utilized for expanded bed space have been identified</li> <li>o The estimated patient capacity for this facility is _____</li> <li>o Plans for expanded bed capacity have been discussed with local and regional planning groups</li> </ul>	
<ul style="list-style-type: none"> <li>• Anticipated durable and consumable resource needs have been determined <ul style="list-style-type: none"> <li>o A primary plan and contingency plan to address supply shortages has been developed</li> <li>o Plans for obtaining limited resources have been discussed with local and regional planning and response groups.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• A strategy for handling increased numbers of deceased persons has been developed. <ul style="list-style-type: none"> <li>o Plans for expanding morgue capacity have been discussed with local and regional planning groups.</li> <li>o Local morticians have been involved in planning discussions.</li> <li>o Mortality estimates have been used to estimate the number of body bags and shrouds.</li> <li>o Supply sources for postmortem materials have been identified.</li> </ul> </li> </ul>	

**Information Adapted from guidance provided by the Centers for Disease Control and Prevention**